

May/June 2004



CM/ECF NEWS U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NY

Electronic Filing of Documents Required October 1, 2004

Administrative Order No. 5, signed on May 14, 2004 has "Ordered that effective October 1, 2004, the Clerk of Court shall no longer be required to accept for filing any paper submission, except by contrary direction of a Judge of this Court or for papers submitted in connection with pro bono services rendered through VLP, NLPS, VLSP or the like." Counsel practicing in Bankruptcy Court should begin taking the steps necessary to begin e-filing submissions on the effective date of Administrative Order No. 5. Please call Paul Warren or Michelle Pierce if you have any questions. Training Classes in electronic filing are currently being offered by the Court. Classes are approximately four hours in length. Attorneys attending a training class also receive 4 hours of CLE credit. To register for a class, please go to the Court's website, CM/ECF News and Information section, Training and Registration.

ELECTRONIC CASE FILINGS

As of May 1 2004, there were 242 attorneys registered as E-Filers. During the period of April 1, 2004 - April 30, 2004, 22% of new cases were filed electronically, and 8% of the total number of docket entries were made by attorney e-filers.

New Report Option

A new report to extract all docket activity for cases in which the filing user is a party has been made available to you. This report may be useful for filers who have elected to receive e-mail notices for each filing and wish to view a daily summary, or for filers who have inadvertently deleted their end of day summary and need to recover a summary for a particular date. To find this report , please follow this path on your menu: **Reports>Local Reports>Summary of ECF Docket Activity.**

Internet Credit Card Payments

Although it is strongly recommended that payment of all internet filing fees be completed either after each transaction or at the close of each business day, the Court recognizes that in very limited circumstances this cannot be accomplished. The Internet Credit Card Payment Program is being upgraded to automatically send an e-mail to the filing user advising them of outstanding payments not reconciled within 48 hours of the transaction(s) providing an opportunity to settle their account. Failure to promptly complete the payment process within that time will result in the filing user's cm/ecf account being locked out until payment is made.

INTERNET CACHE

If configured to do so, your computer stores a copy of each Web page you visit. These stored files (internet cache), allow your computer to display a previously viewed Web page faster. However, if a page has been updated since the last time you viewed it, the page you see may not be the updated page. To prevent this and ensure that you are visiting the current Web page, you may set your browser to automatically refresh and clear the Internet cache. It is highly recommended that Internet cache be cleared weekly, at a minimum. Please see below for instructions on clearing the internet cache for both Netscape 4.x and Internet Explorer 5.5.

NETSCAPE 4.x

1. On the menu bar, click **Edit**, and the click **Preferences**.
2. In the left pane of the **Preferences** dialog box, click **Advanced**, and then click **Cache**.
3. In the **Cache** page, do the following:
 - * Click the **Clear Memory Cache**, click **OK**.
 - * Click **Clear Disk Cache**, click **OK**.
 - * Click to select **Every Time**, click **OK**.
 - * Click **OK**.

INTERNET EXPLORER 5.5

1. On the menu bar, click **Tools**, and click **Internet Options**.
 2. In the **General** tab, under **Temporary Internet Files**, do the following:
 - * Click **Delete Files...**, click **OK**.
 - * Click **Settings...**
 - * In the **Settings** dialog box, click to select **Every visit to the page**, and click **OK**.
 - * **Internet Options** dialog box, click **OK**.
- NEED HELP?**

CM/ECF Trainers are always available to answer questions regarding electronic filing. Please feel free to contact any of the following trainers:

Buffalo **(716) 551-4926**

Michael Pinto	Ext. 117
Julie Toms-Fago	Ext. 165
Jeanette Rodriguez	Ext. 124
Lisa Czaja	Ext. 115
JoAnn Walker	Ext 120

Rochester

Jane Murphy	(585) 613-4221
Rebecca Jackson	(585) 613-4218
Todd Stickle	(585) 613-4223

COURT WEBSITE

Please be sure to visit the Court's website often, at www.nywb.uscourts.gov. This site is updated on a regular basis and will provide you with the most current information regarding bankruptcy practice in the Western District.

